

COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH

TRANSFER OPPORTUNITY

This is not an official examination bulletin

INTERMEDIATE TYPIST CLERK, Spanish speaking

Valley Coordinated Children's Services in Reseda is seeking a highly qualified Bilingual Spanish-speaking individual for our reception area. This individual must possess the ability to function fluidly in a fast-paced working environment.

EXAMPLES OF DUTIES:

- Managing the busy phones in this child crisis clinic and keep track of staff in order to effectively transfer calls.
- The ability to learn and follow the clinic's policies and procedures with respect and courtesy.
- Confirming doctor's appointments.
- Receiving and logging payments from clients. Making deposits as appropriate.
- Faxing, filing, and organizing projects.
- Having a strong knowledge of computer programs: Word, Excel, Outlook, Power Point, Integrated System (IS)
- Data entry of staff's Units of Service
- Keeping the waiting and play room neat and orderly

DESIRABLE QUALIFICATIONS

- Bilingual Spanish speaking required
- Ability to multi-task, prioritize, organize to meet deadlines for assignments and audit compliance
- Have strong verbal and written communication skills
- Being highly motivated
- Ability to work independently and as a team player
- Advanced typing speed is desirable

Interested individuals currently holding the payroll title of Intermediate Typist Clerk are encouraged to e-mail or fax their resume, master timecard – 2 years, and last 2 performance evaluations no later than **September 15th, 2012** to:

Stacy Becker, Psy.D.
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Valley Coordinated Children's Services
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